

Instructions for Completing the IDOE SCNP Food-Based Production Record

A	Menu Item/Recipe # or Product Name	List all menu items and recipes for reimbursable meals. Identify recipe numbers and CN Labeled products.
B	Grade Group	List the grade group(s) used for menu planning. The grade group(s) should correspond to the grade group (s) on the meal pattern column(s) used for menu planning.
C	Serving Size	List the actual serving size of each menu item provided to the students.
D	Form, Pack Size, & Pack Medium	When applicable: Form (fresh, canned, frozen, raw, cooked, etc.) Pack Size (size of can, etc.) Pack Medium (canned in light syrup or juice)
E	Servings/Purchase Unit	This information can be determined from: the Food Buying Guide, product packaging, or from the manufacturer's information included on the product specification or nutrition information sheet.
F	Total # of Servings Planned	List the total number of servings planned for each menu/food item.
G	Total # of Servings Prepared	List the total number of servings prepared for each menu/food item.
H	Total # of Servings Leftover	Count the number of leftover servings for each item. (example - 3 sandwiches, 6 milks, 10 oranges, 4 servings of rice) If any amount remains in pans, convert to number of servings.
I	# of Servings Taken/Served (Column G minus Column H)	Number of servings taken/served -- Column G minus Column H
J	Units/Amount of Food Prepared	The # of units (pounds, cans, bags, cases, etc.) used to prepare the amount in Column G (example - 5 #10 cans).